

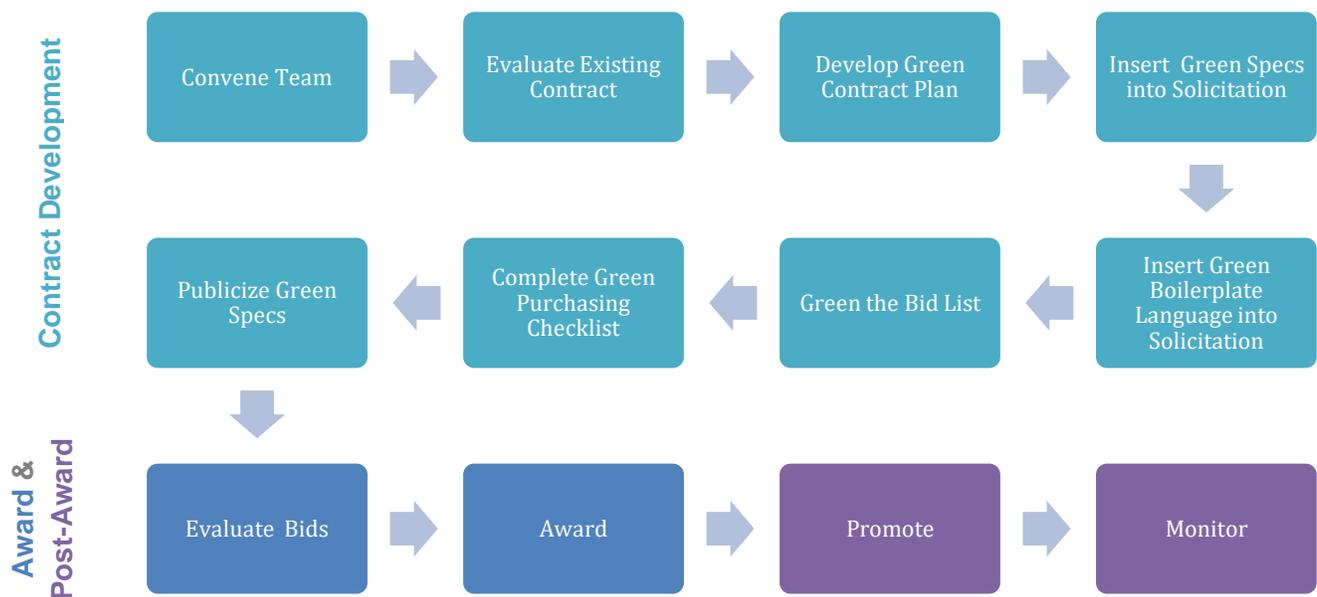
## Step-By-Step Green Purchasing Guide

*This guide was created collaboratively by the Responsible Purchasing Network and the Maryland Green Purchasing Committee (GPC) to help Maryland State procurement officers integrate green purchasing into every solicitation. Questions may be directed to: DGS. [BuyGreen@Maryland.gov](mailto:BuyGreen@Maryland.gov)*

Green purchasing requirements, laws, and standards must be considered at each stage of a procurement including during contract development, award, and post-award.

Having a strategy and a team in place will make it easier to include green purchasing in every procurement!

### Process Overview



## Guide for Procurement Officers

### STEP 1. Convene Team

- Assemble your Sourcing Team to include:
  - Procurement Coordinator
  - DGS Sustainability Staff (e.g. Maryland Green Purchasing Committee)
  - Primary Contract Users
  - Subject Matter Experts

Establish a contract development schedule and process for working together. Establish a contract development schedule and process for working together.

### STEP 2. Evaluate Existing Contract

- Review contract and original bid solicitation documents, including current green specifications
- Define contract scope
- (Optional) Request and evaluate historical spend
  - Request Vendors to complete State of Maryland's [Vendor Sales Report Template](#) or check for existing data with DGS sustainability staff
- Identify high-spend/high-impact products and services with green purchasing opportunities

### STEP 3. Develop Green Contract Plan

- Work with your team to establish Green Purchasing Goals. These could include:
  - Increase # of Environmentally Preferable Products (EPPs) on the Contract
  - Get Better Pricing on EPPs
  - Block Products that are Unsustainable
  - Improve Labeling and Reporting of EPPs
  - Source EPPs from Disadvantaged Businesses
- Choose EPP Strategies; these may include:
  - Develop Green-only Contract
  - Allow vendors to offer Green Products Separately

### STEP 4. Insert Green Specifications into Solicitation

- Review the [Green Purchasing Checklist](#) to check what specifications exist for your product categories. Incorporate relevant specifications for your solicitation.
- If your product or service is NOT covered by a MD GPC specification, check the “[General Specification](#)” template for insertable green purchasing language. Reach out to DGS Sustainability Staff if you are interested in creating a customized specification for your procurement.
  - Other sources of EPP specifications include:
    - [US General Services Administration \(US GS\)](#)
    - [US Environmental Protection Agency \(US EPA\)](#)
    - Other States:
      - [Massachusetts](#)
      - [New York](#)
      - [Washington, D.C.](#)
    - Other Organizations:
      - [National Association of State Procurement Officials \(NASPO\)](#)
      - [Responsible Purchasing Network \(RPN\)](#)

### **STEP 5. Insert Green Purchasing Boilerplate Language into Solicitation**

- Ensure that boilerplate language on green purchasing is included in every solicitation. This includes statements such as:
  - General Statement: Maryland is committed to purchasing EPPs.
  - Bidders **MUST** comply with green purchasing specifications for this Price Agreement.
  - Bidders **MAY** be required to provide samples (or documentation) of their EPPs.
  - Bidders **MAY** be required to offer EPP training.
  - Bidders **MUST** provide at least one EPP reference.

### **STEP 6. Green Your Bid List**

- Add Green Products to your Bid List to secure highest discounts (best pricing)
- Make sure all Bid items meet the minimum requirements
- Remove non-compliant (and other conventional products) from your Bid List

### **STEP 7. Complete and Submit the [Green Purchasing Checklist](#)**

### **STEP 8. Publicize Your Green Specifications**

- Develop Instructions for Bidders
- *(As needed)*: Host Pre-Bid Meeting to review green specifications and answer questions

### **STEP 9. Evaluate Bids**

- Re-convene Sourcing Team
- Verify Compliance of Goods/Services Offered
  - Conduct Responsiveness Assessment: Ensure products or services on Bid List comply with requirements
    - Verify environmental certification claims on certifiers' websites
    - Verify other green characteristics (e.g. recycled content) on manufacturers' websites
- Compare Prices of Responsive Bids

### **STEP 10. Award Contract(s)**

- Finalize Price Lists of Approved Vendors
- Ensure all products on contract meet specifications
- Make sure price lists clearly label environmental attributes
- Insert green purchasing Boilerplate Language into Contract Award(s), including:
  - Labeling Requirements
  - Training Requirements
  - Reporting Requirements
  - Packaging and Shipping requirements

### **STEP 11. Promote Green Products on Contracts**

- List Contract as “Green” on eMMA
- Promote Green Contract to Other Potential Users
- *(Recommended)*: Host Rollout Event with Approved Vendors

### **STEP 12. Monitor “Green” and Total Spend**

- Require vendor(s) to submit regular spend reports (using [Vendor Sales Report Template](#))
- Work with DGS Sustainability Staff to track and report throughout the life of the contract